

# **Quarterly-HPR-V LHRC Meeting Minutes**

February 4, 2013

**City of Norfolk Community Services Board**  
**225 W. Olney Road, Norfolk, VA 23510-1523**  
**(757) 823-1600**

## ***Committee Members Present:***

Betty Morgan-Chair  
Michael Hires-Secretary  
Adrienne Benjamin-Scott – Vice Chair

## ***Others present:***

Stewart Prost, Office of Human Rights  
Bill Austin

## ***Affiliates Present:***

Associates at York, Inc., Yusef Benbenu  
Another Level Youth & Family Services, Shawndra Umbarger  
Compassion House, D. J. Brockman  
Fidura & Associates, Barbara Gardner  
Heart Havens, Inc., Francis Usher  
Lucas Lodge, Lisa Lucas-Burke and Jonquin Stringer  
Norfolk CSB, Sandi Lee  
Portsmouth Department of Behavioral Health, Gracie Taylor, Gina Harris  
Positive Connections, Inc., Lynward Wingfield  
Tabb Healthcare, LLC, Jamie Tabb  
Tidewater Youth Services Commission, Tim Heiler

## ***Others present:***

Priscilla West, Prissy's Place

## ***Affiliates Not Present:***

Community Empowerment

**I. Call to Order** – Betty Morgan called the meeting to order at 1:10 pm.

**II. Introductions**

**III. Minutes** – A quorum was present. The November 19, 2012 minutes were reviewed and approved.

**IV. Public Comments**-There were no public comments.

**V. Regional Advocate Report** –

Committee member Marion Taylor did not attend today's meeting and has missed several meetings. Mr. Prost will follow up with her to see if she is still interested

in her position. HPR-V LHRC currently has one vacancy, a health care provider. The committee will interview an applicant for this position today. In addition, the current chair, Betty Morgan, will have her second term on this committee end in June. This upcoming opening is a general position.

Mr. Prost presented the Comprehensive Human Rights Information System (CHRIS), a database that tracks abuse and neglect allegations and complaints. The new system will also address deaths and serious injuries. Training for CHRIS is now available on the DBHDS website. CHRIS will replace faxing the initial reports of abuse and neglect allegations and complaints to OHR. Affiliates will also have to send reports to the committee members. CHRIS may be accessed through the DELTA portal. There are three phases to the implementation of CHRIS. The first phase is for state operated facilities, OHR staff and larger providers such as the Community Services Boards. This phase was originally set to go live this week but now is set for implementation March 26, 2013. The second phase is for programs providing services to consumers with intellectual disabilities. This phase will likely be implemented in April or May. Phase three is for intensive in-home and behavioral health services. This phase will be implemented later this year. Affiliates will submit (open) allegations and complaints into the system. OHR will close them after receiving the affiliate's investigative reports and the date of closure. Each affiliate will need to identify someone in their program to be their security officer, IT person, and person who sends data to Delta. Mr. Prost reminded affiliates informal complaints are to be resolved in 5 days. If the complaint is not resolved within 5 days, it will then be handled as a formal complaint. If the individual wants the informal complaint to become formal, or if the complaint is not settled to the satisfaction of the individual, it will go formal. Formal complaints are to be resolved within 10 business days.

Mr. Prost reminded affiliates they must submit a quarterly report each quarter. This includes sending reports during the quarters the affiliates are not mandated to attend the LHRC meetings. Failure to submit reports each quarter could result in citations.

Mr. Prost then opened the floor to questions regarding CHRIS. NCSB asked if affiliates will receive specific instructions on how to log onto Delta, reporting it was difficult to access CHRIS. Mr. Prost stated there is a CHRIS users guide on the DBHDS website.

Mr. Prost informed affiliates if they have a nominee for the upcoming committee vacancy, it would be helpful to have that person attend the May meeting.

Mr. Prost reminded affiliates the annual seclusion and restraint report was due January 15. There was an error on the report form stating it was due February 15.

Mr. Prost informed affiliates the start of the process for revisions to regulations will begin this year. Regulations have not been revised since 2007.

Mr. Prost pointed out that in the quarterly reports, regarding peer on peer abuse, what affiliates report is whether the staff was negligent, not if one peer physically abused another.

## **VI. Provider/Affiliate reports-**

<b>AFFILIATE</b>	<b>ALLEGATIONS</b>	<b>FOUNDED ALLIGATIONS</b>	<b>COMPLAINTS</b>	<b>OTHER</b>
Associates at York	0	0	0	
Another Level	0	0	0	
Community Empowerment	Not present			
Compassion House	1	0	0	
Fidura & Associates	0	0	0	
Heart Havens, Inc.	0	0	1	
Lucas Lodge	1	1	0	
Norfolk CSB	0	0	2	
Portsmouth Dept. of Behavioral Health	2	0	2	
Positive Connections	Not present			
Support Services of VA	Not present			
Tabb Healthcare Services, LLC	0	0	0	
Tidewater Youth Services Commission	0	0	1	
V & V Adult Group Home	Not present			

## **VII. Old Business**

There were no comments.

## **VIII. New Business**

Prissy's Place requested affiliation with HPR-V LHRC. Prissy's Place is a non-profit organization for ID adults with an IQ ranging from 55-69. The home is in a residential area in Portsmouth. They will have a 4 to 1 ratio and accept Medicaid. They will contract out for services they do not provide including psychiatric, therapeutic and speech. Their first home, a 2 bedroom home, will have four residents. They will also open a four bedroom home. In reviewing their behavior management policy, Mr. Prost wanted to make sure she understood a brief physical hold is a restraint, which will need to be reported along with all of the requirements for it. Their program staff will be trained in CPI. The committee approved the behavioral management policy. Mr. Prost stated they will have to submit program rules before they can implement them. The committee granted Prissy's Place affiliation. Mr. Prost asked Priscilla West to bring two copies of her cooperative agreement next LHRC quarterly meeting.

**IX.** The committee proceeded to Executive session at 1:50 pm, pursuant to Virginia Code § 2.2-371 (A), for the protection of privacy of individuals and their records in personal matters not related to public business.

The committee came out of executive session at 3:18 pm. Each member certified that to the best of their knowledge that matters only lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.

Mr. Prost reported three pieces of business from executive session. Lucas Lodge received continued approval for their restrictive programs. The committee will recommend to the SHRC approval of Dr. William Austin as a committee member. The committee also approved the next friend for a client of Norfolk Community Services Board.

The meeting was adjourned at 3:27pm.

Respectfully Submitted,  
Tim Heiler